

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 9

March 26, 2003

SUBJECT: RETURNING CITY-OWNED PROPERTY - REVISED

PURPOSE: This Order amends the current procedure regarding the returning of City-owned property prior to a leave of absence that would exceed 30 days.

PROCEDURE:

RETURNING CITY-OWNED PROPERTY: Currently, Department Manual Section 3/607.30 outlines the procedure for the return of City-owned property by employees granted a leave of absence without pay in excess of 30 days. In addition to existing procedure, the following exception has been added:

Exception: Employees who are taking leave pursuant to military activation are not required to turn in their Los Angeles Police Department identification card.

AMENDMENTS: This Order amends Section 3/607.30 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

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